

Appointment Type: Permanent

Working Time: Full Time

Reference Code: *21744*

Opening Date: 06/03/2010

Closing Date: 06/17/2010

Corrections Specialist 3 - Disciplinary Hearings

\$3,459 - \$4,542 per month (Range 51) Plus Great Benefits!

Agency Information

The Department of Corrections is seeking a highly motivated and qualified individual to fill a vacant Corrections Specialist 3 - Hearings position located at Coyote Ridge Corrections Center in Connell, Washington.

Please note: In order to be considered for this position, **YOU MUST BE A PERMANENT DOC EMPLOYEE** and you must complete the entire Application Wizard. For further details, please refer to the "Application Process" section of this recruitment.

Agency Profile:

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

DOC offers:

- Hundreds of rewarding and exciting careers
- Flexible schedules
- Comprehensive compensation packages
- Training and development opportunities
- Tuition reimbursement available
- The fulfillment of public service

The agency mission is, "to improve public safety."

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division and Health Services Department. The Department employs over 8,100 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit www.doc.wa.gov.

Duties

In an adult male correctional facility: This position directs the offender disciplinary hearings program. Makes independent decisions on facts presented in a Hearing; Determines credibility and reliability of Confidential Informants. Determines an inmate's mental health, intellectual, emotional and maturity levels. Determines guilt and sanctions, which include loss of liberty interests, such as Good or Earned time. Hearing Officers must be able to make independent decisions, without undue influence and are not required to consult with higher management. Decisions are subject to review by the Courts, which may result in litigation costs to the Department. Must conduct Restitution Hearings and determine restitution amounts for losses suffered by the State due to inmate misconduct. Knows the WACs, DOC Policies, and local operating memorandums to administer hearings and determine appropriate sanctions. Recommendations for changes in offenders' custody and classification; makes referrals to administrative segregation; ensures all documentation and statistical information is compiled and properly distributed; monitors and ensures due process is followed; Conduct hearings within appropriate timeframes. Plan,

organize, and control the workflow of the Hearings Department. Maintain control of evidence presented at the hearings to include storage and destruction. Track data from hearings, WAC violations, and security inspections that are assigned and report monthly to the Captain.

Provide training related to inmate discipline to staff, contractors, and volunteers. Serve as a resource for the Superintendent, central office, and the State Attorney General.

Provide first-line supervision to Correctional Officers, Office Assistant and evidence system. Conducts timely performance evaluations required and provide ongoing direction, coaching, and guidance to staff. This position interacts with a wide variety of staff at the local, regional and headquarters level, as well as the entire offender population.

Qualifications

Desirable Qualifications:

Bachelor's degree;

AND

Three years of professional experience in adult or juvenile corrections, social services or closely related field.

Additional qualifying experience will substitute, year for year, for up to two years of the desired education.

A Master's degree will substitute for one year of experience.

Special Notes

Application Process:

In order to be considered for this position, you must complete the entire Application Wizard; however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link from the www.careers.wa.gov homepage.

All Department of Corrections' employees are fingerprinted for a criminal history background check. Pre-employment process will include drug screening.

Employees work with offenders in a potentially hazardous setting. Please consider this when deciding whether to apply.

Tuberculosis is a priority health issue for Department of Corrections' employees. Periodic skin tests are required for all health care providers and those who transport known/suspected Tuberculosis patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.

All DOC facilities are smoke and/or tobacco free.

Other Information

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military, and civil leave; dependent care assistance

program; employee advisory service; deferred compensation plans, education benefits program; 11 paid holidays, flexible work hours; training; and state retirement plans. For more information please visit: <http://www.doc.wa.gov/jobs/benefitsummary.asp>.

CORE COMPETENCIES FOR ALL EMPLOYEES:

Safety
Treats Others with Respect and Courtesy
Dependability
Accountability
Judgment and Problem Solving
Leadership
Communication
Relationship Building
Ethics and Integrity

For more information on these Core Competencies, please email pmturner@DOC1.WA.GOV.

LOCAL AND JOB SPECIFIC COMPETENCIES:

Observation - Observes and strategize personal action, based on environmental conditions and human behavior.

Technology - Learns and utilizes computer based applications in the performance of their job duties.

Stress Tolerance - Remains calm and rational while handling difficult situations to include, but not limited to, volatile, threatening or other crisis/emergency situations. Expertly intervenes in response to threats.

Professional Standards - Knows and applies related law, policy, procedure, and practice. Adheres to productivity standards and timelines established by law and policy. Identifies own training needs and proactively seeks training opportunities.

Adaptability - Incorporates new information into an existing framework of understanding. Accepts change and supports the Agency through changes in law, policy and procedure.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment call Pauline Turner, HRC3, at (509) 543-5882.

How to Apply

For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter *21744* and click on Start Search.
5. Click on the link, Corrections Specialist 3 – Disciplinary Hearings, Connell, WA under the **Job Posting** column heading to view the complete announcement and apply.

6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.

Job seekers please note: **NEOGOV, Washington State's NEW online job application system, will replace the current application system on July 1, 2010.**

You will need to create an account in **NEOGOV to apply for jobs after July 1, 2010.** Your current information will **NOT** automatically transfer over to the new system.

We recommend that you **SAVE A COPY OF YOUR PROFILE before July 1!** For more information on **NEOGOV**, including instructions on saving your current profile, go to doc.wa.gov/jobs